

**Paper Reference 31761H**

**Pearson BTEC Level 3**

**Nationals Certificate, Extended**

**Certificate, Foundation Diploma, Diploma,**

**Extended Diploma**

**INFORMATION TECHNOLOGY**

**UNIT 2: CREATING SYSTEMS TO**

**MANAGE INFORMATION (PART A)**

**Thursday 16 January 2020 – Afternoon**

**Time: 3 hours (plus your additional time  
allowance)**

**INSTRUCTIONS FOR LEARNERS**

**X64261A**

## **INSTRUCTIONS FOR LEARNERS**

**Read the set task information carefully.**

**Plan your time carefully to allow for the preparation and completion of all the activities.**

**Internet access is NOT allowed.**

**You will complete this set task under supervision and your work will be kept securely at all times.**

**You must work independently throughout the examination and must not share your work with other learners.**

**Your invigilator may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.**

**Part B materials MUST NOT be accessed during the completion of Part A.**

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## **OUTCOMES FOR SUBMISSION**

**You must create a folder to submit your work.**

**The folder should be named according to the following naming convention:**

**[Centre #]\_[Registration number #]\_  
[surname]\_[first letter of first name]\_PartA**

**Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled 12345\_F180542\_Smith\_J\_PartA**

**You will need to submit 6 PDF documents and your final database within this folder.**

**The 6 PDF documents should use these file names:**

**ACTIVITY 1:**

**activity1\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**ACTIVITY 2:**

**activity2\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**Turn over**

**ACTIVITY 3:**

**activity3\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**ACTIVITY 3d:**

**activity3d\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**ACTIVITY 4:**

**activity4\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**ACTIVITY 5:**

**activity5\_[Registration number #]\_[surname]\_  
[first letter of first name]**

**You must complete an authentication sheet before you  
hand your work into your invigilator.**

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